

# GRS Update Proposal - Emergency contact records (New GRS)

## Proposed Updated Schedule (updates in magenta)

### Title

Emergency contact records [New GRS, # TBD]

### Description

These are records of emergency contacts for participants in programs for which such information is requested. Examples may include emergency contact information for senior center program participants, participants in special events, enrolled students, or employees for whom such information is requested or required. Records may include name and contact information of emergency contact, relation to subject, and other relevant notes.

### Retention and Disposition

Retain until separation or until superseded, whichever occurs first.

## Explanation for Update

We have received some questions regarding the appropriate general schedule for emergency contact information. Currently, the closest schedule for these records is GRS-416 Senior Center Emergency Cards, but the scope is too narrow to fit all emergency contact information. Therefore, we are proposing the creation of a new schedule that matches these records. GRS-416 would be closed and crosswalked to it.

## Feedback

Hi Matthew -

Regarding the Emergency Contact Records: We obtain updated information every year from both employees and students. Would it be more clear to have the retention say keep until superseded or no longer needed?

On Wed, Sep 15, 2021 at 5:31 PM Matthew Pierce <mpierce@utah.gov> wrote:

--

**Dawn McMillan**

Assistant to the Superintendent

Board Assistant

9/16/2021 8:17:15	(New GRS) Emergency contact records	I think this new schedule makes sense.	Jalayne Hatch	435-716-9517	jalayne.hatch@loganutah.org
9/16/2021 8:41:04	(New GRS) Emergency contact records	I agree	Charlene Welch	4353152080	charlene.welch@bonnevilleacademy.org
9/16/2021 8:42:35	(New GRS) Emergency contact records	I may not fully understand the scope and existing protections of this data, so please understand I am not challenging the plan - just making sure we consider the risk to individuals whose data may be sensitive. Would individuals whose information would be collected and maintained in this schedule receive notice about the retention of this data; and, what access controls will be implemented to minimize any risk to the individuals of including their health information in this schedule?	Stephanie Argoitia	8015748740	sargoitia@utah.gov
9/16/2021 9:36:04	(New GRS) Emergency contact records	This schedule will be valuable for our college in establishing periods of retention for these types of records. Employee and student records will be included for our entity.	VaLyn Sherratt		vs herratt@stech.edu

Feedback from Kendra - last sentence - who is who? Include what is done with information - how it's used. Information may be updated periodically. Administrative need - is that ended? Superseded until separation.

9/20/2021 9:56:47	(New GRS) Emergency contact records	Looks great!		Karyn Harvey				karyn.harvey@uintah.net
9/22/2021 8:22:33	(New GRS) Emergency contact records	I like the proposed schedule for Emergency contact records. We store that information in our SIS (Aspire) and on one paper form (for emergencies in which we might lose power). Once the school year changes and we roll Aspire to the next year, emergency contact information for students who have exited the school disappears. We shred the paper copies each year and replace them with new copies for current students.		Nancy moyle		435-919-1900		nmoyle@promontoryschool.org